



## Community Development Technician

If you are a highly motivated individual with superior customer service skills in building permits, development, and planning applications; the City of Fremont may have the job for you!



**First Review of Applications:  
April 3, 2015**

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## ABOUT US

Recently ranked second on the “Best Run City in America” list by 24/7 Wall St. and America’s third “Sharpest, Smartest City” by Reader’s Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity.

## THE POSITION

The Community Development Technician will perform a wide variety of technical, paraprofessional support, and customer service duties related to building permits, development and planning applications.

## EXAMPLES OF DUTIES

- Assist the general public at the front counter, in writing or by phone regarding building and development review/ permit requirements, including but not limited to General Plan and zoning information, impact, in-lieu, permit and plan check fees, plan review and plan check filing procedures and processing, and permit status.
- Accept building permit and development review applications.
- Review applications for completeness.
- Enter permit data into an automated database.
- Route plans to other City departments and/or outside agencies for review and track plan review process.
- Compile zoning and planning related data as directed by professional-level planning staff.
- Prepare various reports.
- Review minor applications for conformance with ordinances and department's standards, policies and guidelines.
- Calculate various fees, prepare fee estimates and apply fees to permits or other development review billings.
- Review applications for modifications in land use, zoning, setbacks or other planning requirements such as compliance with previously approved conditions of approval.
- Approve and issue administrative over-the-counter permits.
- Create and maintain informational flyers and brochures.
- Coordinate with GIS staff in maintaining the address database.
- Compose correspondence.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Schedule inspections.
- Research and respond to public inquiries, including research.

## CANDIDATE PROFILE

The ideal candidate will possess the following knowledge and abilities:

Knowledge of: Principles and practices of plan checking; policies and procedures for fee assessments; principles and practices of customer service; English usage, spelling, grammar, and punctuation; modern office methods, procedures, computer equipment, and computer software applicable to assignment.

Ability to: Sit at a desk and/or stand at a front counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate in writing ; read and interpret documents and plans; learn and apply various state and local laws, codes, ordinances and regulations applying to both zoning and building; operate standard office equipment; use initiative and sound independent judgment within established guidelines; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultures and ethnic groups in a tactful and effective manner.



## Tentative Recruitment Schedule

First Review of Applications: April 3, 2015

Written Exam: Week of April 13, 2015

Oral Board Interviews: Week of April 20, 2015

Hire: May 2015

### EDUCATION AND EXPERIENCE

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be: graduation from high school (or equivalent), plus additional college coursework in the field of public planning, architecture, construction technology or related subjects, and two years of experience in the permit technician field, preferably with a public agency.

### LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS

- Possession of a valid Class C California Driver's License is required at time of appointment.
- Possession of an International Code Council Permit Technician Certificate is required within six months of date of hire.

### COMPENSATION & BENEFITS

The annual salary for this position is \$64,195 - \$78,030 depending on qualifications.

#### CalPERS Retirement Benefit\*

- Classic Employees - 2.0% @ 60 benefit, 3 year final average compensation.
- New Employees - 2.0% @ 62 benefit, 3 year final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes up to \$1,681 monthly to purchase medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This is a Fremont Association of City Employees (FACE) represented position with a probationary period of six (6) months.

\*Refer to CalPERS web site for complete definitions of Classic and New employees: [www.calpers.ca.gov](http://www.calpers.ca.gov)

### HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application and resume through our online application system: [City Jobs](#)

The process includes a written exam, individual and/or panel interviews, criminal history fingerprint check, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

## **REASONABLE ACCOMMODATION**

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

**The City of Fremont is an Equal Opportunity Employer.**

### **HUMAN RESOURCES DEPARTMENT**

**City of Fremont**

**3300 Capitol Avenue, Building B**

**Fremont, CA 94538**

**Phone: (510) 494-4660**

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